

Kansas Hispanic Education & Development Foundation (KHEDF) Mentorship Program.

Mentor Informational Material

**Program Outline
By Mark Guzman**



Benefits of Participating

- Mentor:**
- Ability to pass on valuable skills and knowledge.
 - May gain fresh perspective.
 - Satisfaction from helping others develop as professionals.
 - Strengthen leadership, listening, counseling and teamwork skills.
 - Gain better understanding of the incoming workforce.
- Mentee:**
- Focus on goals and gain networking contacts.
 - Increase motivation
 - Improve ability to communicate more effectively and self-advocate.
 - Enhance self-knowledge and self-confidence.
 - Strengthen leadership and managerial skills

KHEDF Defining Mentors:

A Mentor is: A trusted adviser who guides a mentee toward their future goals.

A mentor does not work on a day-to-day basis to help a mentee make decisions, but they are there to serve as someone who can offer support, wisdom, and teaching over time.

<u>Good Mentors:</u>	
<ul style="list-style-type: none">• “Walk the Talk”• Are Committed/ Reliable• Are Open• Have a learning attitude and Respect Differences	<ul style="list-style-type: none">• Are Effective Communicators• Help guide the mentee in creating a quality development plan.• Willing to share their expertise and wisdom—not an “information-hoarder.”
<u>Expectations of Mentors:</u>	
<ol style="list-style-type: none">1. Have a clear understanding of you and your Mentee’s goal and expectations.2. Assume the role of mentor, leader, and teacher.3. Oversee the growth and development of the Mentee.4. Review and help with the Mentee’s goals.5. Attempt to provide the Mentee with a variety of experiences that are relevant to their goals.6. Actively seek out Mentee’s opinion and suggestions	

Ways to Develop

Developing Personal Skills

- Discuss strengths and weaknesses. Identify ways to develop your skills to achieve your goals.
- Ask for help to understand your skills and ways to develop your capabilities.
- Not be afraid to step out of your comfort zone and participate in activities that will stretch your capabilities.
- Mental Health – The well-being of others is one of the most important things to KHEDF. Be sure to seek professional help when needed.
- Work on Developing Self-Awareness and Fostering Passions.

Developing Academic Skills

- Review Targets/goals. (Are goals realistic? Obtainable? What are any resources gaps?).
- Academic Performance Check and Advising (Grade Check and Suggestion on improvements)
- Seek and take advantage of resources available to them. (I.e. – KHEDF, College/Universities tutoring or Supplemental Instruction courses, Student Support Service, etc.)

Developing Professional Skills

- Ask others about networking connects, lectures, training sessions, and other events to observe and gain knowledge. (Ex: Shadows, Workshops, etc.)
- Create a vision statement that captures where you and where you want to be in 5 years.

Here are a few ways in which the Mentor can support the Mentee.

- Setting goals
- Developing an action plan
- Problem-solving
- Following through with a plan or commitment.
- Identify: Priorities/goals, challenges, and barriers.

Note: Your participation in the Kansas Hispanic Education & Development Foundation (KHEDF) Mentorship Program may be dissolved at any time for any reason at the discretion of the Program Manager and/or the Executive Director of KHEDF.

Please direct any concerns to the Program Manager for further action.

For More information or additional questions please contact Mark Guzman, Scholarship and Program Manager at:
mark.guzman@khedf.org or 316-867-3176

KHEDF Mentorship Program

Mentor Roadmap

1. Attend Mentorship Program Orientation
 - a. Gain insight on responsibilities
 - b. Build network with other Mentees
2. Initial Meeting
 - a. Set up initial meeting
 - b. Discuss Expectations!
 - c. Prepare to discuss development goals and objective.
3. Ongoing Meetings
 - a. Visit Website for Supporting Materials.
 - b. Keep commitments
 - c. Maintain and Update goals as needed
4. Engagement
 - a. Attend development sessions.
 - b. Discuss development sessions.
 - c. Support/Build Networking Opportunities.
5. Formal End of Program
 - a. Review goals and celebrate success
 - b. Step up ongoing development
 - c. Reapply to mentorship program and Continue build new relationship.

Tips:

Set Goals – What area(s) do you want to develop?

Brainstorm Ideas – What insight can you connects provide? What targets are you aiming for?

Develop a Plan – What actions can you take? How can you get support?

Assess Progress – What will you measure and how often? How is success defined?